



Welcome to my professional practice. Please read the following policies to assure our mutual agreement...

Professional Qualifications: I have and MA in Counseling Psychology, a post-graduate degree in Marriage, Family and Addictions; and a PhD in Clinical Sexology. I am licensed as a Marriage and Family Therapist by the state of Hawaii (license #433). I hold a certification through the Yoga Alliance as Yoga Therapist as well. I am certified by the American College of Sexologists and a member of the Society of Scientific Study of Sex and the American Association Sex Educators, Counselors and Therapists. I have been in the field of counseling and sexual health since 1994.

Session Length: Most sessions are 50 minutes (\$160) in duration. There may be times where we mutually agree to meet for 90 minutes (\$230). Occasionally I will do phone, e-mail or Skype consultations. Phone/Skype consults are billed \$20 per 15-minute block. E-mail consults range from \$20 to \$50 depending on the content and research required. There is no charge for brief phone/e-mail consults for on-going clients.

Cancellations: To be fair to each of us, my policy is this: if you cancel an appointment **24 hours** prior to the scheduled time you will not be charged. If you cancel within 24 hours you will be responsible for the full fee. If you are more than 15 minutes late and I do not get a call from you, I will assume that you will not be attending the appointment -- the cancellation policy applies. However, I would prefer a call as it soothes me to know you are safe. If you are just running late within the 15 minutes the full fee also still applies. However, if able, I will extend the session to the full 50 minutes pending other appointments. It is either of our prerogatives to discontinue counseling at any time per the mentioned policies.

Payment: I request that you pay for each session at the time services are rendered. I do offer a discount on sessions purchased in bulk – 5% off for five or more sessions purchased at a time. There will be a \$20 returned check fee. Severely delinquent accounts will be referred to collections. Please make all checks to DrKat, LLC. Credit card transactions will also appear as DrKat, LLC.

Emergency Calls: I am unable to respond to emergency calls. Please know that I check my messages several times a day and I will make every effort to contact you back as soon as possible. In the case of a true emergency please call 911.

Confidentiality: I abide by all applicable professional ethical codes. Everything you tell me will be strictly confidential with the exception of those issues I am required by law to report (e.g. **abuse/threat of abuse to a child or elder; danger to yourself or others**). I will need a release of information from you should you request I discuss your case with another professional or a family member/friend. You may at times also see me in the media, conducting workshops, or come across a book I have written. I will never discuss your particular case in any instance outside our therapeutic space. Any therapeutic examples I may give during these engagements are compilations of vague information I have collected during the course of working in this field. I would never say anything that would remotely identify any of my clients. Also, as Kaua'i is a small community, please know that should we "bump" into one another outside of the office that I will not acknowledge any therapeutic relationship with you. I want to be sure you're counseling experience is kept as private as you would like. Dual relationships also happen in small communities -- this is when we may interact with one another outside of the client/counselor capacity. Everything discussed in session is completely compartmentalized for me and I do not allow issues to affect other personal/professional relationships. I will ask the same of you. Please see the included HIPAA notice for additional details.

Philosophy: My counseling style is non-judgmental. My general rule is that as long as your behaviors are consensual, between adults, and not causing problems for you I consider them all healthy. I utilize a systemic, cognitive-behavioral, and existential approach. I believe you know yourself better than anyone else, and that I am basically here to give you an outside, professional perspective and help guide you through whatever issue you present by helping you create strategies to serve your highest good.

Your signature below indicates that you have read, understood and agreed to uphold the above policies.

Dr. Kathleen Van Kirk-Scarbo PhD, MFT, CYT

Sign Name

Print Name:

Date: -----